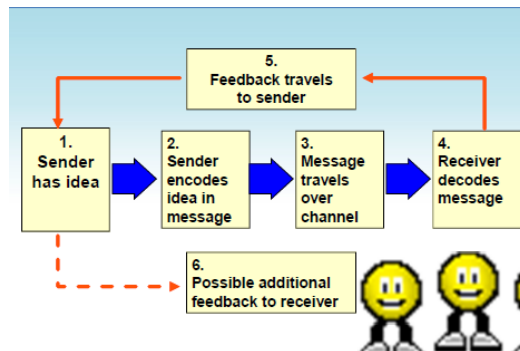


Technical Reports

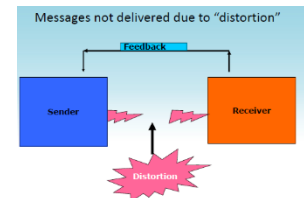
By : **Mohamed Numair**

Introduction

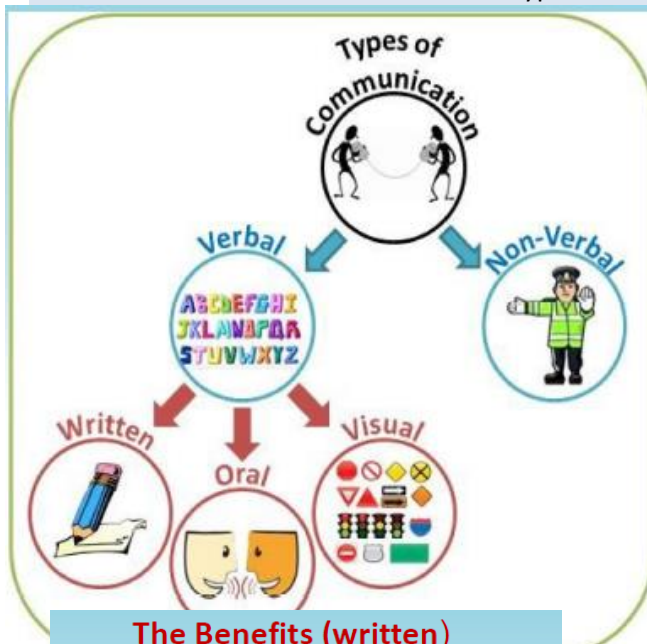
The communication cycle (Basic Model)



Noise is defined as any unplanned interference in the communication environment which causes hindrance in the transmission of the message.

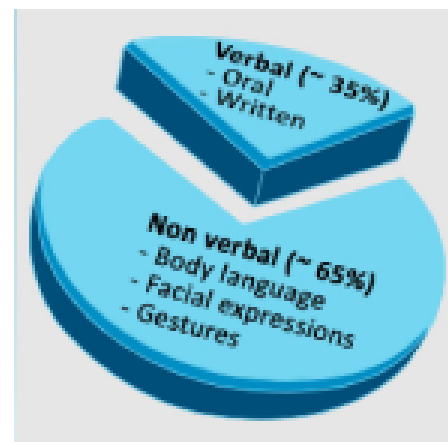


Types of Communication



The Benefits (written)

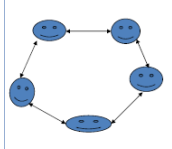
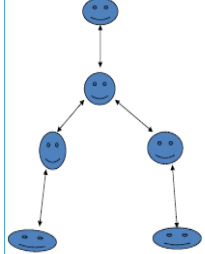
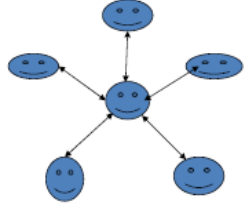
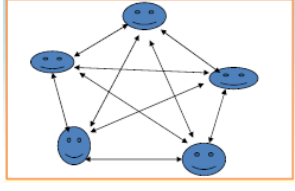
- Creates a **permanent** record
- Allows you to **store information** for future reference
- Easily **distributed**
- All recipients receive **the same information**
- Necessary for **legal and binding** documentation



Oral Forms	Written Forms
Face to face conversations	Memos
Telephone conversations	Letters
Meetings	Emails
Seminars	Faxes
Conferences	Notices
Dictation	Circulars
Instructions	Newsletters
Presentations	Reports
Group Discussions	Proposals
Interviews (employment, press)	Research papers
Video conferences	Bulletin
Voice conferences	Brochures
	Manuals
	In-house journals

Communication Network

Types : Cycle , Chain , Wheel , Connected Network

	cycle	chain	wheel	Connected
Figure				
Description	<ul style="list-style-type: none"> Sections or departments communicate with only two others. The network may occur between middle managers at the same level. 	<ul style="list-style-type: none"> One person passes information to others who then passes it on. It is a formal approach adopted by a hierarchical organization from downward and 	<ul style="list-style-type: none"> A person, group or department occupies the central position in the network. 	This network is the 'all channel' communication system which may be used in small group workings.
Merits or demerits	Decision making may be <u>slow and poor</u> as it lacks coordination.	But people at the bottom may feel <u>isolated</u> ; lateral communication is not encouraged.	<ul style="list-style-type: none"> It is good at <u>solving problems</u>, such as regional sales networks with a regional manager. 	<ul style="list-style-type: none"> It can provides the best <u>solutions to complex problems</u> through brainstorming. But decision making is <u>slow</u>.

General Vs Technical Communication

General	Technical
Messages that are non technical or informal in nature	Messages pertaining to technical, industrial, or business matters
<ul style="list-style-type: none"> Contain a general message Informal in style and speech No set pattern Mostly oral Not always for a specific audience Doesn't involve technical vocabulary or graphics 	<ul style="list-style-type: none"> Contains a technical message Mostly formal Follows a set of pattern Both oral and written Always for a specific audience Involves jargons , graphics etc.

Academic Vs Technical Communication

	Academic	Technical
Knowledge	You still a learner	You are the expert
audience	A wide range of academic and general audience	Technical background professionals in the field
Criteria for evaluation	Depth, logic , clarity ,unity and grammar	Clear and simple visually appealing and easy to follow
Graphics , charts and numbers	Sometimes used to help demonstrate knowledge	Used very frequently to support conclusions
example	Looking into the azure blue sky one could see the golden orb of sun slip gently beneath the western sky.	The sun set in the west.

Description of Technical writing

- Clear , concise and coherent
- Simply organized
- **Boring** in nature
- Highly defined structure , format
- **Example** : lap reports , memos , business letters , technical reports and proposals

Report Planning Questions

1- What the Report is about ?	Arrange things that key factors and conclusions are very easy to access.
2- Who are you writing the report for?	The level of explanation you need for an expert audience different for beginner reader.
3- Not every one will read the whole report	Try to write short notes as possible, the senior managers have an attention span about five minutes.
4- How long can the report be	You should write from 2000-20000 words A shorter report is a better report.

And you have to define the following

1- Report topic	Decide the subject you want to write , narrow it as possible.
2- Report Audience	A specific person or group of people. Decide the circumstances in which they need the report.
3- Report Purpose	What the report will accomplish- what you need the audience to fullfill
4- Report Type	Decide the type of report you need to write (Feasibility report – instructions – research)
5- Front cover of the report(final stage)	
6- You can do these in any order	Start defining any of the previous with any order then begin

Technical Writing characterized

Five important features of technical writing

- 1- Technical Writing deals with technical information
- 2- Technical Writing relies heavily on visuals
- 3- Technical writing uses numeral data to precisely describe quantity and direction
- 4- Technical writing is accurate and well documented
- 5- Technical writing is grammatically and stylistically correct

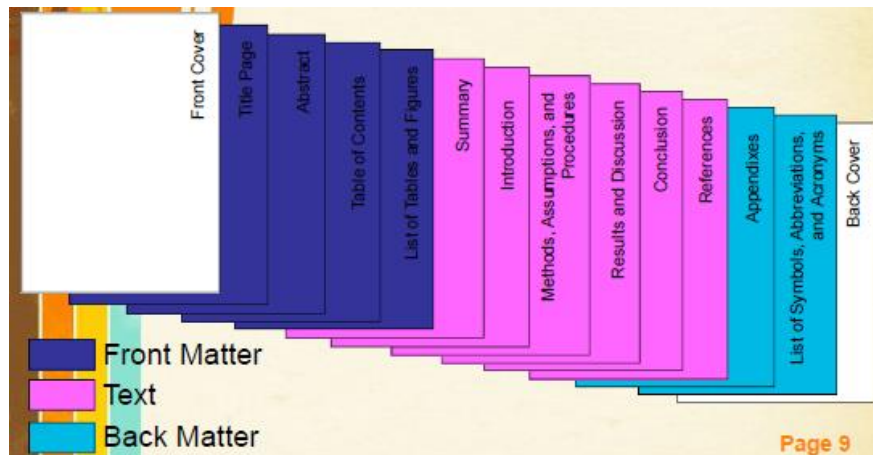
In conclude

- Intent of a technical report is to communicate an idea/problem to the reader efficiently
- The “Essay” of scientific world
- State the idea/problem
- Frame your response
- Respond with support for your argument
- Conclude

General Guidelines of report writing

- 1- Decide what you want to say.
- 2- Before you write very much, check the standards required.
- 3- You don't have to write the report in the same order you expect to read it.
- 4- A shorter report is a better report.
- 5- First, make a report draft and review it by other person.
- 6- Double spacing is good to read
- 7- Make all important style decisions before you start to write.
- 8- Review your report after you write the whole things in the report.
- 9- Allow yourself twice as much time as you think you'll need to write.
- 10- No table or figure is required or included if it is not specified in the text.
- 11 – Figure and Table captions.
- 12- Spell Check is necessary.

Technical Report Structure



Front Matter	Text	Back matter
<ol style="list-style-type: none"> 1- Cover * 2- Label* 3- Title page 4- Abstract 5- Table of contents 6- List of figures and tables 	<ol style="list-style-type: none"> 1- Summary 2- Introduction 3- Methods, Assumptions and procedures 4- Result and Discussion 5- Conclusion 6- Recommendations* 7- References 	<ol style="list-style-type: none"> 1- Appendixes* 2- Bibliography* 3- List of symbols , abbreviations and acronyms 4- Glossa*ry 5- Index* 6- Distribution List*
<p>The front matter is used to help potential readers find the report. Once found, the front matter will help the reader to quickly decide whether or not the material contained within the report pertains to what they are investigating.</p>		<p>The back matter supplements and clarifies the body of the report, makes the body easier to understand, and shows where additional information can be found.</p>

TEXT

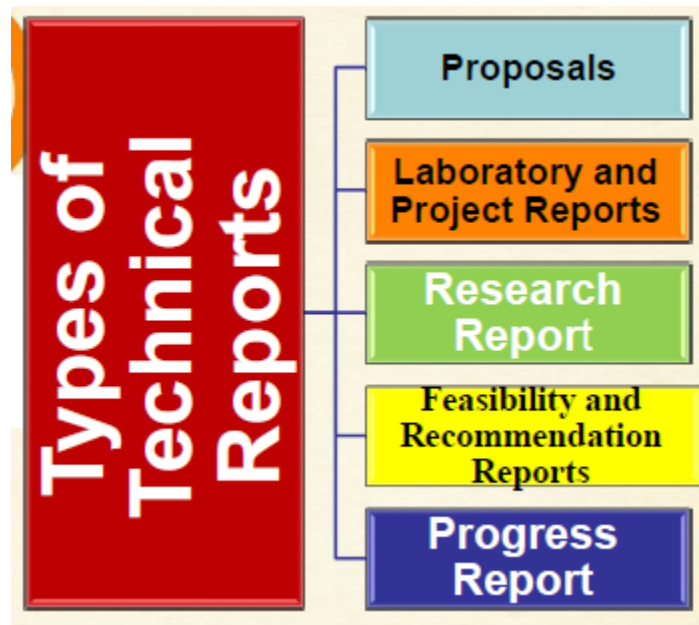
Summary	<ul style="list-style-type: none"> • States the problem, method of investigation, conclusions, and recommendations • Contains no new info that is not contained in the report • Does not contain references
Methods, Assumptions, and Procedures	The methods, assumptions, and procedures used in the investigation are described so the reader

	<p>could duplicate the procedures of the investigation.</p> <p>Information in this section includes:</p> <ul style="list-style-type: none"> • System of measurement • Types of equipment used and accuracy • Test methods used
Results and Discussion	<p>The results and discussion section describes what you learned about the problem as a result of your research, identifies the degree of accuracy related to your findings, and gives the reader your view of the significance of your findings</p>
Conclusion	<p>Restatement of Results What are the factual findings that resulted from your research? What are you implying as a result of these findings?</p> <p>Concluding Remarks</p> <p>What are your opinions based on the findings and results?</p>
Recommendations*	<p>A section called recommendations is often included in reports that are the result of tests and experiments, field trials, specific design problems, and feasibility studies.</p> <p>The author may recommend additional areas of study and suggest a course of action, such as pursuing an alternate design approach.</p>
References	<p>The references section is the place where the author cites all of the secondary research sources * that were used to...</p> <ul style="list-style-type: none"> • develop an understanding of the problem • support the information contained in the report

BACKMATTER

Appendixes	<p>Anything that cannot be left out of a report, but is too large for the main part of the report and would serve to distract or interrupt the flow belongs in the appendixes</p> <p>Ex : large tables of data/Flow chart/mathematical analysis/large illustrations/Detailed explanations of test techniques and apparatus /technical drawings</p>
List of Symbols, Abbreviations, and Acronyms*	<p>If more than five symbols, abbreviations, or acronyms are used in the report, they are to be listed with their explanation.</p>

TYPES OF TECHNICAL REPORTS



All reports require

- 1- Formal Structure
- 2- Careful Planning
- 3- Presenting material in logical manners
- 4- Clear and concise language

Proposals

Proposals are among the **most important** documents one can write.

Persons and organizations that write effective proposals **win grants, contracts, and jobs**;

Persons and organizations that do not write effective proposals often just wind up "going away"—sometimes "far away."

Proposals : are specialized, technical business documents that offer **persuasive** (able to persuade/convincing) solutions to problems.

Proposal Goal : A proposal needs to sell the reader on some idea— usually that he or she (or his or her organization) needs specific goods or services that you (or your organization) can provide.

FOR PROPOSAL TO SUCCESS :

- 1- Describe , Identify or refer to a problem that needs to be solved
- 2- Offer a viable solution to the problem
- 3- Show that you can effectively implement this solution

Formal Proposal	Informal Proposal
<ul style="list-style-type: none"> • Formal proposals are normally large, comprehensive documents produced by skilled writers. • These documents are prepared in response to a formal request for proposal. • Formal proposals can take many forms, but a typical one might include the following: <ul style="list-style-type: none"> • An executive summary • A technical volume (solution) • A management volume (persons) • A cost volume • A resources volume (HR, PR) • Formal proposals are a difficult type of proposals to write. Evaluated in competitive environment 	<ul style="list-style-type: none"> • Informal proposals are generally short documents of limited scope written by an individual, not teams. Address a straight forward solution • Informal proposals take the form of a long letter or short document) • Informal proposals also may be either solicited (make requests) or unsolicited. • With solicited proposal, responds to a specific request. the problem has already been identified, and the decision to solve the problem has already been made. • Unsolicited proposals no one asked for. often come from within an organization,

Proposal Checklist

- Have I defined **the problem** in great enough detail to ensure that my readers will understand the context for this proposal
- Have I described the **background** for this problem in great enough detail to clearly identify the **variables** driving my proposed solution
- Have I defined in the **scope** section how I am limiting my proposal
- Have I laid out my proposed **solution** in **adequate** detail
- Do I have enough details to ensure that my solution is **credible**
- Is my time estimate consistent with the tasks in my statement of work

Progress Report

Progress reports document the status of a project.

Describe the various tasks that make up the project and **analyze the progress** that has been made toward completing each task.

Generally speaking, in a progress report you need to tell the reader three things:

- The problem you are solving,
- The solution you are implementing,
- How well you are doing

So it requires three : 1- Review the problem your proposal did 2- Describe the solution offered 3- Evaluate how well you are doing

OUTLINE

Introduction	
• <i>Purpose</i>	Describe the reason for writing this report.
• <i>Problem</i>	Describe the context for this report, including project requirements.
• <i>Scope</i>	Describe the limitations of this report.
Background	
• <i>Theory</i>	Review the theoretical basis for responding to requirements.
• <i>Research</i>	Review prior research relevant to requirements.
Test and Evaluation	
• <i>Apparatus</i>	Describe device(s) used to accomplish the task.
• <i>Procedure</i>	Describe procedure(s) used to accomplish the task.
Findings	
• <i>Data</i>	Review the results of the test and evaluation.
• <i>Interpretation</i>	Provide your interpretation of the results, that is, to what extent requirements were met.
Conclusion	
• <i>Assessment</i>	State your conclusions based on the interpretation(s).
• <i>Recommendations</i>	Provide your recommendation(s), if any.

CHECKLIST FOR PROGRESS REPORT

- 1- Have I **specified the purpose**, background, and scope of this report?
- 2- Have I **referenced** the accepted proposal by name, number, and/or date?.
- 3- Have I **reviewed** the problem contained in the proposal
- 4- Have I specified the **tasks** that will be included in this report
- 5- Have I properly discussed the tasks **completed** and tasks **remaining**

Feasibility and Recommendation Reports

Feasibility reports and recommendation reports Are **objective documents** that identify and evaluate **solutions** to problems. These reports address subjects that have **well-defined parameters**, including a problem, or multiple problems, that can be **precisely described**; and a solution, or multiple solutions, that can be **objectively** and **empirically tested**. make statements about what action should be taken to solve a problem

- Are unbiased evaluations. Frequently their conclusions and recommendations **can be used to sell ideas or goods**.

Recommendation Report	Feasibility Studies (report)
<ul style="list-style-type: none"> - look at several approaches for solving a problem and recommend the most feasible approach. - before a decision is reached 	<ul style="list-style-type: none"> - consider a single solution to a problem and determine whether or not, or to what extent, the proposed solution is feasible - written to assure decision makers that their initial decisions are workable and sound.

Preparing a Recommendation Report

- Start with an introduction/Summary
- Determine audience and purpose
- Describe the situation
- Define the requirements
- List and describe options
- Include any necessary background
- Write a point-by-point comparison
- Clearly state the conclusion(s) and recommendation(s)

CHEKCLIST

- Have I explained all criteria, including why they were selected and how much weight each is being given?
- For all criteria, have I collected information (data) that is objective and meaningful?
- Have I provided useful interpretations of this (these data)?
- Have I included a conclusion based on these interpretations?
- Have I made a recommendation based on this conclusion?
- Have I included a contact who can provide more information about this report?
- Have I documented the sources I used for my information?
- Have I included any necessary supporting information in an appendix?

Laboratory and Project Reports

These documents present information that relates to the controlled **testing** of a hypothesis, theory, or device using test equipment (the apparatus) and a specified **series of steps** employed to perform the test (the procedure). Documenting the design and conduct of test, how variables is controlled, and what resulting data show.

laboratory reports **are research oriented** documents, meaning that they start with theory that needs to be applied and tested under highly controlled conditions.

Laboratory reports can also take the form of **project reports**, which are commonly used in teaching laboratories

Laboratory outline	Project Outline
provides a model for a researchoriented laboratory report. focus on fulfilling requirements come from your instructor if form of project assignment	provides a slightly different model for the kind of project report frequently required as part of a teaching laboratory. The goal of the project report to demonstrate the application of a theory by using available technology.

CHECKLIST

- **Have I clearly defined the purpose of this report?**
- **Have I clearly described the problem that requires this report?**
- **Have I clearly explained the limitations of this report?**
- **Have I discussed any theory necessary for the reader to understand the report?**
- **Have I reviewed relevant prior research?**
- **Have I described the apparatus I used to collect the data?**
- **Have I described the procedure I used to collect the data?**

Research Report

Research reports are similar to research papers that every student has done at one time or another. In technical writing, however, research reports are focused, objective inquiries into technical subjects.

- describe the discovery, analysis, and documentation of knowledge obtained through some type of investigation
- are specifically geared to the purpose at hand, the readers who will use them, the clients who will read them, and whatever limitation have been placed on the scope of the project

<u>STATE OF THE ART REPORTS</u> focus on new technologies of investigation	<u>HISTORICAL REPORTS</u> focus on past technology
---	--

CHECKLIST

- **Have I clearly stated the purpose of this report?**
- **Have I introduced the topic with a brief overview of the problem or background?**
- **Have I discussed how I limited the report and my rationale for doing so?**
- **Have I provided adequate background for my reader to understand the report?**
- **Have I provided substantive, well-documented information in the report?**
- **Have I included necessary visuals and data?**
- **Have I summarized my research in the conclusion?**

ABSTRACT & SUMMARY

Executive Summary	Introduction
Provide a summary of the findings of each section of the reports	Outline what the report will cover how they address the research problem

Abstract or Executive Summary

- Information included in the abstract or executive summary depends on the information that has been included in the report
 - No recommendations in report > no recommendations in executive summary.
- **Remember!!**
 - Not just an outline of the points
 - Should include outline of analysis and conclusions you have reached.

Descriptive (Limited) Abstract	Informative (Complete) Abstract	Executive Abstract
Summarize the <u>structure</u> of a report, but not its substance. Descriptive abstracts present table of contents in a paragraph form. Typically around 50 words.	Summarize the <u>substance</u> of a report, not its structure. Tell the reader the major topics of the report and what you said about those topics. Can be stand alone documents and developed around the main topics of the report Typically around 100-200 words.	Used for large technical reports or proposals. Contains both the <u>substance and</u> the <u>structure</u> of a report. .Executive abstracts often substitutes for the full Report or article. Typically around pages not words.

STAGES OF REPORT PREPARATION (CH 3)



1- GATHERING THE DATA

- consider how the data should be presented in the report and record the results in this manner.
- Any need for additional data will thus be revealed (allow to be seen/display) before the program is completed

1. During Data gathering process you should keep in mind the future report.
2. The little extra time required to record results carefully can be great value later.
3. Write out your opinions as soon as the data are obtained. Comparing these opinions with background information will help you write data properly.

2- ANALYSING AND SORTING RESULTS

- The most difficult
- it requires considerable mental effort to decide what you want to tell your readers.
- begin as the data are collected. But the bulk of data analysis must be done near completion of the program
- At this time reexamine data and review your earlier opinions with respect to subsequent results.
- During this data review the program **conclusions should be drawn.**

Excessive data or data only **loosely related** to the conclusions will **obscure** (hidden) them and **confuse** your readers

This is best done by first

- writing down all significant results in no particular order and then
- sorting them so that the results pertaining (belong as a part) to a common factor are grouped together.

New figures and tables usually must be prepared. Their organization should be carefully considered because

Illustrations *one of the best means of emphasizing and supporting conclusions*

After that : write significant point on each illustration about :

- **What is the figure (table) supposed to show?**
- **How were the data obtained?**
- **Are there any qualifications to the figure (table)?**

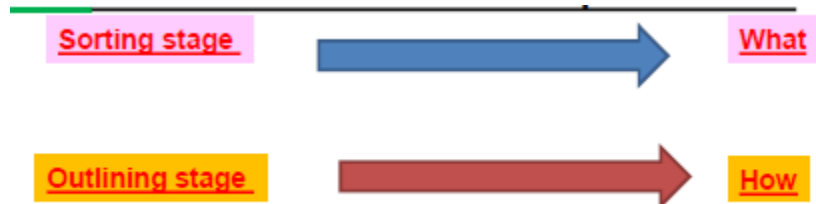
Write a **Limiting sentence** : it's a single sentence that states the subject, scope and purpose of the report

Helps you focus your attention on exactly what you expect from the report

3- Outlining the report

the planning needed to prepare a clear report that is logically organized, concise, and easy to read.

Natural progression from gathering and analysis



Makes you divide to descriptive Heads and subheads

- **Layout**

- The most common system is the decimal notation system.
 - 1. *Introduction*
 - 1.1 -----
 - 1.11 -----
 - 1.2 -----
 - 1.21 -----
 - 2. *Methodology*
 - 2.1 -----

This will make Writing and Reading easier

Make sure the outline make logical plan and order

4- The Rough Draft

Rough drafts:

- A rough draft is "a late stage in the writing process". It assumes that you have adequate information and understanding.

You need :

- Adapt time period for focus
- Clear study area
- Preparation and research
- Target audience or a clear idea for whom you are writing
- Prewriting exercises, and notes on ideas from your research
- Review all the above. Don't "study" it; just refresh yourself

on the main concepts for now

you have outline and illustrations

the final version is called “rough draft” must go to technical and editorial reviews

Steps to write the Rough Draft

1- Try to start writing the first version of the draft immediately after completing the outline while the ideas developed there are still fresh in your mind. .

2- Concentrate on what you want to say rather than how to say it. .

3- Keep writing down the thoughts as they flow into your mind, following your outline.

4- Avoid going back over what you have written until you are through writing.

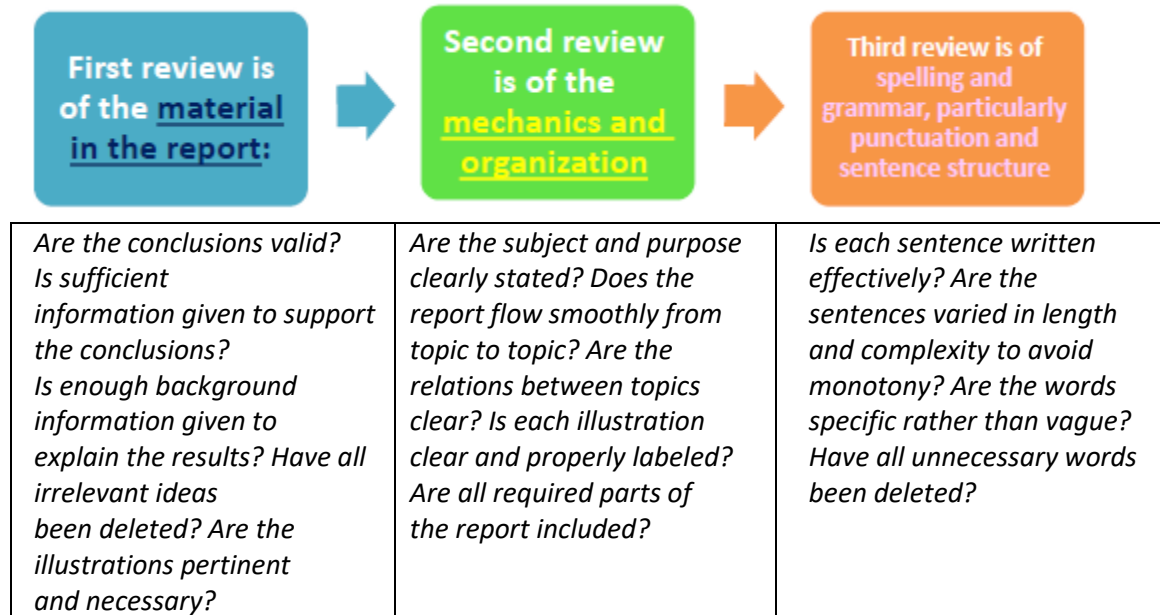
5- Then review this version

—but only for its technical content.

- Are all of the ideas you wanted to express include? Have you included irrelevant ideas? Does the report organization still seem logical?

SECOND VERSION : now writing style is important , technical content is well
Now we concentrate on how to say it (style)

5- Revising The Rough Draft



Ch (6) Using illustrations

Illustration : is a graphic or an image that conveys information or a message

Categories

Photographs	Line art	Tables
From a digital recording camera or silver-halide film	Such as graphs , charts and drawings	Made with numbers or words organized by row and column

Role of Illustrations in a document

- Attract **attention**
- Aid **Remembering**
- Enhance **understanding**
- Create **context**
- Make a document more **interesting**
- **Clarify** the content by reducing words
- Enhances **transfer** , **presentation** and **interpretation** of information
- Help author to meet his objective

When Should I use an illustration

It should be used in every technical document

to : 1- Clarify point 2- interpret the information 3- make the document interesting & easy to read

Use them effectively in all technical documents

Reasons to use illustrations



INTEREST :

- It Increase interest and readability by giving **Visual Break**
- An uninterrupted page of words only can be **Boring**
 - People Prefer a page with **illustrations**
 - Author can increase **Visual Appeal**

Clarification / Simplification

- Classic use of illustration is to **Clarify the assembly** of device or applicane
- Numerical data and calculation can be **simplified** by using tables or illustrations
- **Directions of any sort** can benefit from an illustration
- **Tables ,** can be used to include amount of numerical or verbal data in a document

Concise

“ a picture is worth a thousand words”

Illustration help the document be more concise

Maybe use 150 words to describe a house but one illustration can make you visualize it right away

Speeding up communication

- By **condensing information** into a more useful form
- In fact a **good design** can communicate content **without words**

Example : Hierarchy design in a company

Easier Interpretation of information

- When a large amount of information use of tables , graphs or charts is **indispensable**
- Well-**designed illustration** can communicate in **one page** what can be communicated in **pages by words**
 - Goves **Visual Structure** It help in **comparison** and **scanning** process
- It can show **trends** and catch readers **interest** and **persuade** him to your point of view
 - Tables can be boring (phonebook) , so graphs or charts can be more effective

How to prepare for illustration (photo , line art , table)

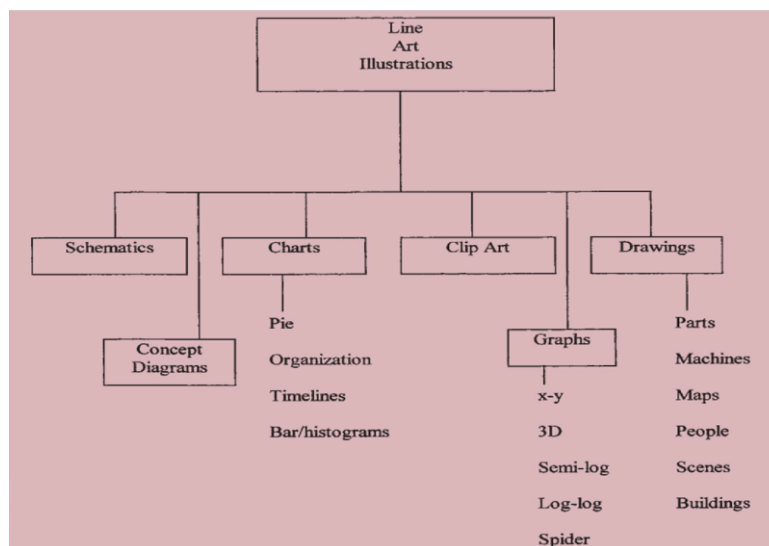
1- Photograph

- Two option : digital files (more common) or silver-halide films [color or B-W]
- You choose according to the availability of equipment
- Electronic images can be used and scan photographs for digital manipulation

RULES :

- Use color only when color **adds value** only with good reason
 - Scan photographs from **continuous-tone prints**
- Photos are used only if it's hard to describe in words or schematics
- It's often more costly to reproduce and print than table or line art but becoming more convenient
 - If it's necessary decide on (resolution – lighting – background)
 - Make a point with the photo

2- Line art (Graphs , charts , schematics)



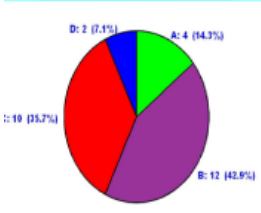


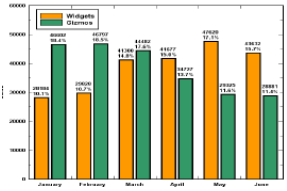
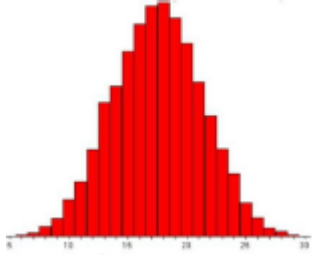
Schematics

- It's a simplified sketches of process or object
- It's easier to see what's happening than if a photo was taken
- Extraneous items has been removed that's how an object/machine should be made
- It can made by hand or computer drawing programs or word-processing software

CHARTS

- It's visual presentation of numerical or verbal information
- It became prevalent with computer spreadsheet and tabular data
- It's common with business , while graphs common with trends and scientific however they can overlap

Types of charts:

Pie Chart	Organization charts	Timeline	Bar charts	Histograms
<p>Are a classic way to show the relative portions of a whole</p> 	<p>in <u>technical communiatoin</u> for showing a department personnel or functions , also , author in developing document distribution lists,</p> 	<p>For documents relating to Project management</p> <p>Task when by who</p> 	<p>Illustrates relative properties between a number of items , they are interpreted easily but there are precautions</p> 	<p>Form of bar chart that show distribution of large amount of data</p> 

CLIPARTS

- It's available on most personal computers
- Not recommended to use clip arts to decorate technical document

GRAPHS

Indispensable in technical documents

Interpret data and base for models and theories

DRAWINGS

- Engineering drawings included on technical documents in edited form
- For architects scenes and buildings are typical illustrations.

CAPTION

- It's according to style to where put the caption
- Generally captions are placed below figures, while table titles are placed on the top. This is a matter of style and convenience.
- The contents must explain what is shown in the figure
- caption must give readers all pertinent facts to interpret it
- must cite the source of the data and give any attribution

Referring to Illustrations

- Use the term "figure" to refer to any graphic, photo, or piece of artwork.
- Use the term "table" to refer to any type of tabular format that can be typeset or presented with spreadsheet or tabular programs.
- Number the figures and tables in sequence with their mentioning in text.
- Make it clear in the text why you are showing an illustration.
- Horizontal and vertical axes should be identified by parallel lettering followed by the units

QUIZ

1- Differentiate (compare) between general and technical communication, give examples.

2-Importance of Hierarchical Headings in report writing (give example).

3- Define Bias , Plagiarism, state of art reports, abstract.

Quiz

Mention Stages of Report Writing.

Define the rough draft first and second version

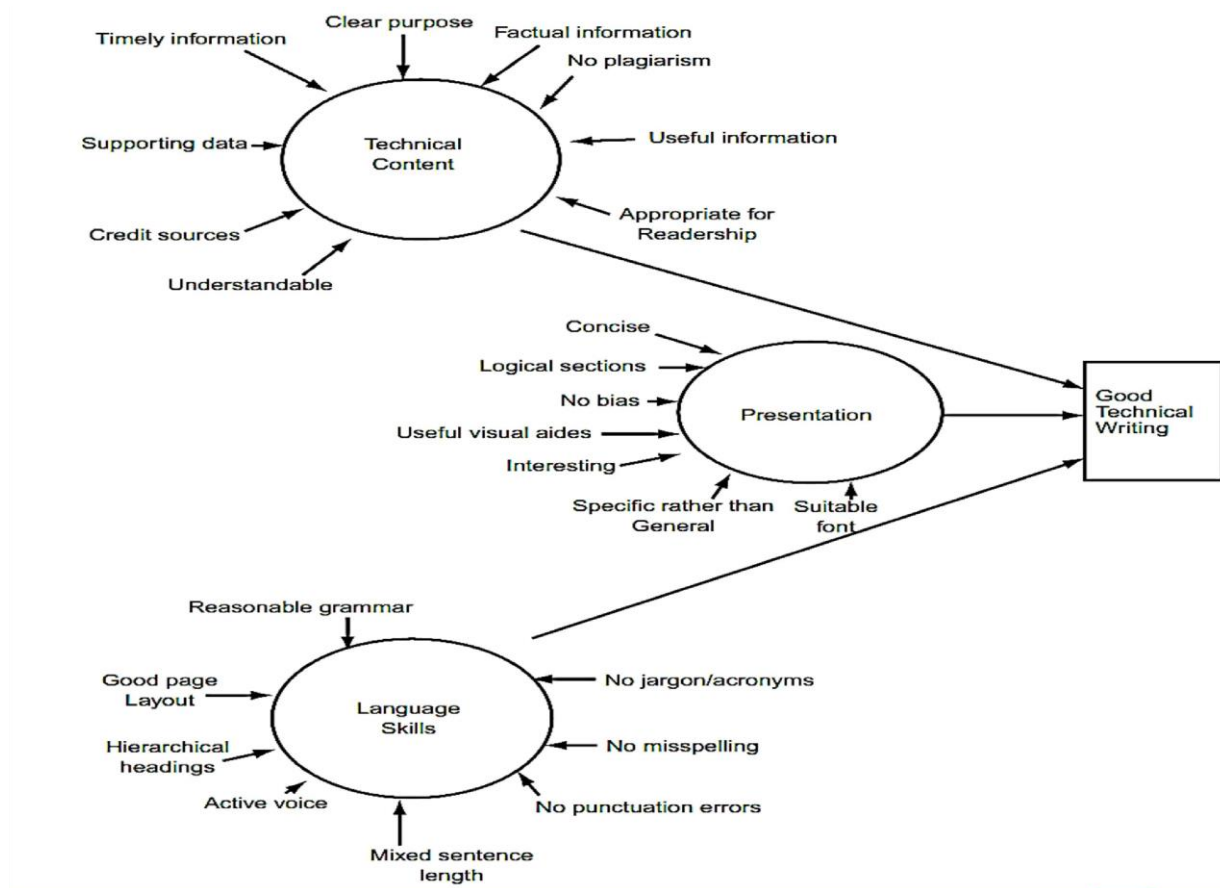
Quiz

1- Differentiate between raw data and information.

2- Define the three basic categories of illustrations.

3- Explain the (**Why-what-who**) technique for report writing

CH(4) Criteria for good technical writing



1- Technical Content

1- Word Usage Appropriate for Readership

(analysis the reader – choose the proper words and subject matter for intended readership)

In patent,proposal or technical report choose content and word properly

2- Useful information for the selected readers

Make sure that to determine what the reader want and he will find value in it

If he said why was it sent to me then you sent it to the wrong person

3- No Plagiarism

Plagiarism is the use of another's work without permission. U can't use a copyright material

The effect of doing that is devastating end up careers

4- Factula information/Supporting data

To put statement that is an error in fact can cast the credibility of the entire document

You need to use facts suborted by data to convince reader to take action or pay attention

5- Clear Purpose

State in clear, concise statement what you are trying to achieve with a document , make the purpose and objective clear

Provide information on importance of work described in your document

6- Timely Documentation

It's related to be timely manner : so you don't lose data or forget important details

= should be made when works is done

Or action is needed

Or funding proposals that meet submission deadline

7- Sources of information credited

Source of information must be cited in every technical report

A good report gives proper attribution when work of others used to support point or background

8- Understandable statistics

Explain statistical terminology in words understandable by reader

9- Acronyms

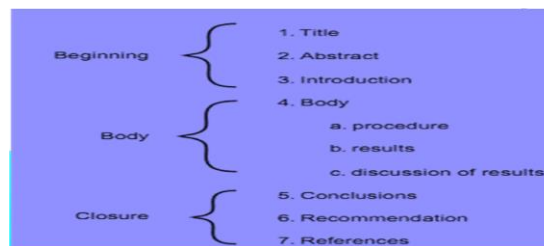
Don't create your own acronyms , if you have to use them define them

2- Presentation

1- Logical Sections

A presentation needs to **make sense**

must be broken into distinct parts, which are placed in a logical order in a clear fashion



2- No Bias

BISA : is imposing a personal opinion or proclivity in your writing , from that credibility can be questioned

3- Interesting

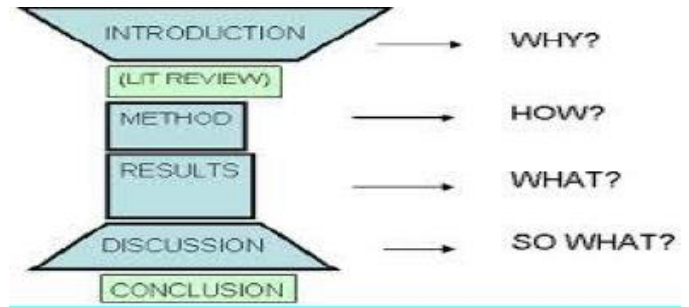
Can be interesting by including facts that are (new to reader – demonstrating importance of work – define the reader's stake in the result conclusions)

4- Specific

Specific statements > generalities // Facts > opinions // this support data to make point

5- Report Mechanics

The general methods that affect the general appearance of a report



6- Hierarchal Headings

- Brain is faster than the eye and **visual road map** prepares for what to come by looking through pages
- author of a technical document needs to use headings that define the hierarchy of contents within the document

1. Primary heading
 - 1.1 Secondary heading
 - 1.2 Another secondary heading
 - 1.2.1 Tertiary heading
 - 1.2.2 Another tertiary heading
 - 1.3 Another secondary heading
2. Another primary heading

7- Good page layout

Reports should have an **overall appearance** that **improves readability**

effective use of **white space** is an easy way to improve readability



3- Language Skills

Language : particular type of verbal communication , every language has its rules

1- No Jargon or Acronyms

Use simple words with **concrete meaning and clear definition** instead of complex **acronyms and jargons “ technobabble”** this makes the meaning obscure

2- No Misspelling

Spelling errors can destroy a perfect technical report

It's not about the misspelled words it's about that you didn't proofread and re-proofread

3- No punctuation errors

It's no less important than the placement of a decimal point in a stress calculation

4- Mixed sentence lenght

Sentences **neither too short nor too long (long difficult . short choppy)**

Avoid long sentecnes that present several facts

5- Written in active voice

readers understand information written in the active voice better than in the passive (more guaranteed) use verbs can't action in the present tense

Passive : longwinded , ambiguous , dull

Active : simples , less awkward , clearer , more precise

6- Reasonable Grammar

Poor grammar an affect your credibility for not proofread

Common error : disagreement of verb and noun in sentence

7- Concise

No more words than necessary

8- Capitalization

FIRST WORD IN A SENTENCE

You are my very best friend in the world.

PRONOUN I

Valorie and I are going to the movies tonight.

NAMES OF PEOPLE AND TITLES

The next ones to go are Dr. Mann and Mr. R. Day.

OPENING OF A LETTER

Dear Louis Garcia, Dear Mom and Dad,

FIRST WORD IN THE CLOSING OF A LETTER

Your friend, Sincerely, Yours truly,

TITLE OF A WORK

New York Times Where the Red Fern Grows

PROPER NOUNS

Dallas Cowboys The Alamo Ford Mustang

FIRST WORD IN A DIRECT QUOTATION

Zachary yelled, "Watch out for that tree!"



Essays Vs. Reports: differences.

Essay	Report
Presents an argument.	Presents information.
Generally no abstract.	Usually has abstract.
Rarely needs recommendations or appendices.	Usually has both.
Rarely includes graphics.	Includes graphics.
Linked paragraphs develop a flow of ideas.	Uses bullet points & lists.
Minimal sub-headings, if any.	Numbered headings and sub-headings.
Always needs references & a bibliography.	May not always need these.
Meant to be read carefully.	Meant to be scanned quickly.

CH (8) How to make a great presentation

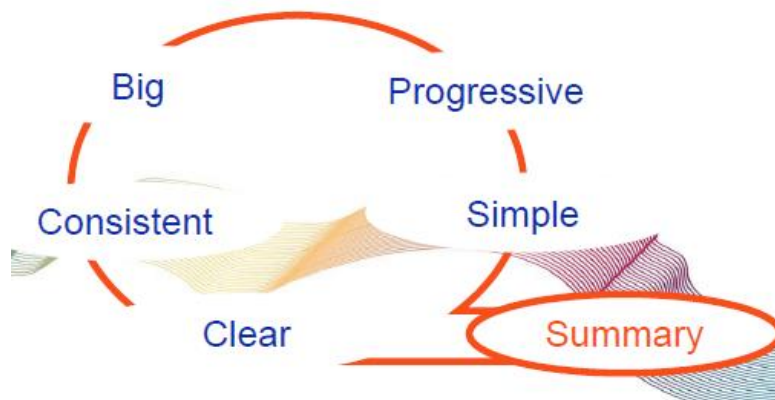
Presentations:

Interpersonal performances in which concise technical information is provided to an attending audience

What will help give a good presentation is the following

- identify the purpose of the presentation , locate information needed
- Find a simple way to organize these ideas clearly and effectively
- Tailor the presentation and it's material to the audience and purpose in hand
 - Review the presentation several times

To Design effective power point presentation



Big : look at it from 2 metre

Simple : but significant (no many colors or fonts simple illustration and no sound)

Clear ; (SIZE . FOCAL POINT , CAPITALIZATION , FONTS)

• Do not use all capital letters

- Makes text hard to read
- Conceals acronyms
- Denies their use for EMPHASIS

• Italics

- Used for "quotes"
- Used to *highlight* thoughts or ideas
- Used for book, journal, or magazine titles

Make It Clear (Bullets)

Use bullets to show a list without

- Priority
- Sequence
- Hierarchy,



Complementary colors better
Lightr text on dark background

Make It Clear (Fonts)

- Serif fonts are difficult to read on screen
- Sanserif fonts are clearer
- *Italics are difficult to read on screen*
- Normal or **bold** fonts are clearer
- Underlines may signify hyperlinks
- Instead, use **colours** to emphasise

Make It Clear (Colours)

- Use contrasting colours
- Light on dark vs dark on light
- Use complementary colours



Make It Clear (Numbers)

Use numbers for lists **with** sequence
For example:

How to put an elephant into a fridge?

1. Open the door of the fridge
2. Put the elephant in
3. Close the door

Be Progressive : something then another not all one time

Be consistent : difference draws attention or imply importance surprise attract not distract

But too many difference and change is annoying

Illustrations:

only if needed or they are **distracters**

Relate to the message and the point clearer

Simple diagram are great commutation

Conclusion

- **Use an effective and strong closing**
 - Your audience is likely to remember your last words
- **Use a conclusion slide to:**
 - Summarize the main points of your presentation
 - Suggest future avenues of research

Questions??

- **End your presentation with a simple question slide to:**
 - Invite your audience to ask questions
 - Provide a visual aid during question period
 - Avoid ending a presentation abruptly

HOW TO MAKE A GREAT PRESENTATION ??

- 1- Plan carefully
- 2- Do your research
- 3- Know your audience
- 4- Time your presentation
- 5- Speak comfortably and clearly
- 6- Check spelling and grammar
- 7- Do not read from presentation , the text must be just cues
- 8- Overview -> present information -> review important
- 9- Bullet one by time not all in one time
- 10- Use wireless mouse so you move around
- 11- Don't give your back to the audience

Chapter (7) How to write a great CV

Why is it important to have a CV ?

- To introduce yourself
- To show your attributes
 - Your achievements
 - Skills
 - Qualifications
- To provide Relevant information
 - Get an interview
- First impression count !

Why is it important to have a CV ?

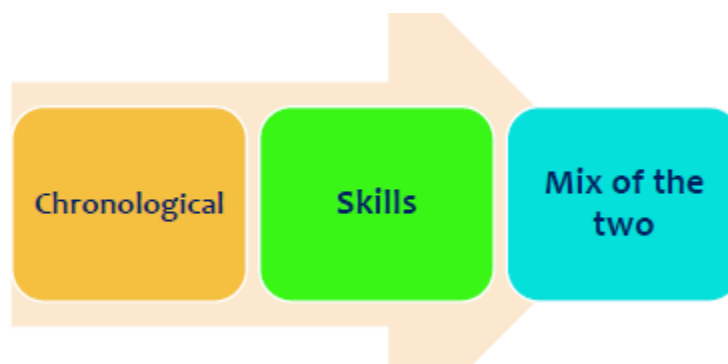
- (curriculum vitae)
 - Personal advertisement
 - Selling tool
 - Outline for your skills and experience
- Opportunity to present your self in the best personal light

CV vs Resume

CV	Resume
<ul style="list-style-type: none"> - Much longer <p>Is generally used for academic positions</p> <ul style="list-style-type: none"> - Contains publications . conferences etc. - <u>Content</u> Area-specific listing of education and academic background <p>Purpose : Purpose ,Promotions, Specialists positions ,awards</p> <p>“ The course of one’s life “</p> <ul style="list-style-type: none"> - Name contact place of employment <ul style="list-style-type: none"> - Education , year and study - Employment experience year and <ul style="list-style-type: none"> - Areas of interest - Grants awards - Publications and presentations <ul style="list-style-type: none"> - Memberships & scholarly - Reference : recommendations 	<p>Shorter</p> <p>Contains information relevant to particular position</p> <p><u>Content</u> all-inclusive summary of skills , experiences and education</p> <p><u>Purpose :</u> to get an interview or employment</p> <p>“ advert to sell yourself to an employer ” والعياذ بالله</p> <p>Name contact residential Education Work experience</p> <p>What company do - receive resumes - find out suitable applicant Choose a small number to interview</p>

	<p>Same issue for proposal and grants applications</p> <p>What you should do (stand out from the crowd)</p> <ul style="list-style-type: none"> - best effort to make first impression <ul style="list-style-type: none"> - Interesting and unique information - No chance to explain if you don't get an interview
--	---

Types



Chronological	Skills	Mix of the two
<ul style="list-style-type: none"> -Provides chronological review of current experience then past -traditional Good if you have work experience related to the job you apply - danger can be dry to read Great : with progressively responsible work history 	<ul style="list-style-type: none"> - Includes skills section - Focus on skills, attributes related to the job - Useful if you have limited or unrelated experience - More dynamic - Can cause unbalance with other sections 	<ul style="list-style-type: none"> - Choose best relevant elements in the two types - Include separate short section for skills - Allow space to include commentary within work experience section

Possible contents

☐ Personal details

☐ Personal profile/career objective or

☐ Other headings... summary, achievements...

☐ Education and qualifications

☐ Work experience

☐ Skills profile

☐ Interests/extra curricular activities

☐ References

Summary of sections

Name

Address, telephone number, e-mail address

Objective

Education

Experience

Achievements and awards

Skills

Professional affiliations

Publications or projects

} Optional

Do Not include

- 1- Age 2- ethnic identity 3- political affiliation 4- religious preference 5- hobbies 6- marital status
7- orientation 8- place of birth 9- photographs 10 – height , weight , health

Personal Details

- ADD Name ,Adress , Telephone number , Email (appropriate) ,
NO : Nationality (not always) , no date of birth , no gender , no photographs

Objective,Summary or Personal Profile

Highlight key points you want the employer to know about you

Education

In reverse chronological order (recent first)

Degree level study , pre-university GSCE level , for overseas qualification use equivalence

Work Experience

Reverse chronological

Include Full-time ,part-time or voluntary work

Show dates,job title , employer/organization name

Skill Profile

- Show skills that is relevant or required (link skill and job)
- Show evidence
- Can be : [software or programs proficiency / Programming / Abilities / Languages]

KeyWords

BEST WORDS TO USE IN YOUR RESUME



Action Verbs

created instructed analyzed produced
negotiated designed calculated maintained
administered controlled reviewed
consolidated delivered founded increased
studied invented supplied detected
programmed recommended distributed
developed solved prepared installed
selected arranged formulated solved started

20 POWERFUL WORDS TO USE IN A COVER LETTER

- | | |
|---------------|------------------|
| 1. SOLVED | 11. INNOVATIVE |
| 2. PROMOTED | 12. TRAINED |
| 3. OVERSAW | 13. BUILT |
| 4. IMPROVED | 14. INTRODUCED |
| 5. ADAPTED | 15. STRENGTHENED |
| 6. POSITIVITY | 16. DIRECTED |
| 7. INITIATED | 17. PERSUADED |
| 8. PLANNED | 18. ORGANIZED |
| 9. MANAGED | 19. PROJECTED |
| 10. LEAD | 20. ASSESSED |

-REMEMBER-

Don't over use it and be yourself!

Transferable skills sought by employers

- | | |
|-------------------|--------------------------------|
| * Communication | * Interpersonal |
| * Team work | * Self awareness |
| * Leadership | * Flexibility and adaptability |
| * Initiative | * Commitment and motivation |
| * Problem solving | |
| * Numeracy | |

Reference

- One academic and your manager
- Ask permission for reference and let them know what position you are applying for
 - Use relevant reference
- You can say 'reference available on request' if you don't add contact
- Give contact name . job title address telephone and email address

Present your CV

Use tables to line everything up

Limit font into two choices helvetica arial

Use brief style

Choose correct tense

Don't ask for salary

Be honest

Print it out then proofread

- The first visual impression of your CV is important
- For standard CVs, use plain white A4 paper
- Do not double side
- Keep your CV to two sides of paper
- Check your spelling
- Use bullet points and **bold font** but in moderation

- Formatting – make sure it's consistent
- Size 10-12 font (depending on font style)
- Clear font e.g. Arial, Calibri
- Focus on accomplishments
- Target your CV to that job/company
- 2:1, not Two One or 2,1
- Use short, concise sentences
- Consider your audience

Sending CV

- Use printed not photocopied
 - Use PDF not Word
- Send email with cover letter

Covering Letter

- It accompanies a CV
- Important part no just formality
- (clearly , concisely , positively) highlight your skills and suitability for the job
- It's targeted at to the job you are applying for
- Complements and develops information in CV not duplicate
- Never send 'naked' CV
- PURPOSE : " make sure that the CV arrives on the desk of the correct person" and " persuade him to read your CV "

Opening Paragraph

Why are you writing :

- **Responsive** name job vacanc and where advertised
- **Speculative** state broad type of work you interested in

Who are you ?

- A ... undergraduate looking to ,,,,,, experience in ,,,,

Middle Paragraph

Why that organization ? why this job ?

- Demonstrate interest in both
- Make links through your degree or subject if possible

Why you ?

- Why should they consider you
- What key skills can you offer
- Support evidence

Closing Paragraph

Polite ending . convey interest and enthusiasm

May be indicate any times available or not for interview

For speculative say you will follow up the letter with a phone call

How to present cover letter

- * Maximum 1 side of A4, word processed
- * Consistent font size and type (and consistent with your CV)
- * Send to a named person where possible
- * Correct spelling and grammar
- * Formal “business letter” layout
- * E-mailing – send the letter as an attachment with your CV

THINK ABOUT

- ☐ first impressions are critical in job hunting as in life.
- ☐ the CV and the covering letter are your first contact with a potential employer.
- ☐ your CV is competing with all the other CVs
- ☐ the CV needs to show immediately that you have
- ☐ the relevant aptitudes, skills and knowledge
- ☐ the necessary experience
- ☐ the motivation
- ☐ these features can be demonstrated by your CV

A CV format should include:

1. contact information

- name
- address
- telephone
- mobile phone
- e-mail

2. personal information

- date of birth
- place of birth
- citizenship
- visa status (if you apply for a job abroad)
- sex

3. optional personal information:

- marital status
- wife's/husband's name

4. employment history:

- position details and dates (in chronological order)
- work history

5. education

- high school
- graduate school

6. professional qualifications

- certificates
- computer skills

7. languages

8. references

9. interests & hobbies

How to write a formal email

1- Use a neutral Email Address

2- Use a short and accurate subject header.

3- Use a proper Salutation

4- Introduce yourself in the first paragraph

5- Write the actual message(5*5)

6- Use the correct form of leave-taking

7- Sign with your full name

8- Proofread your message for spelling and grammar.

RESUMÉ**American****style****1**

Jennifer Roberts Married
1320 Forest Drive No children
Palo Alto, CA94309
tel: (650) 498-129
email: jlroberts@mailbox.com

Objective To obtain a position as a German-English translator with a
firm in the Bay Area.

Education

1996-98 Master of Arts in Translation, Stanford University
1990-94 Bachelor of Arts (cum laude*)
Major: German; Minor: Russian, Georgetown University

2

*at the third level of the three highest levels of achievement that students can reach when they finish their studies at college